

## Position Description

<b>Position Title:</b>	People and Culture Manager
<b>Department:</b>	People and Culture
<b>Reporting to:</b>	Chief Executive Officer
<b>Classification / Code:</b>	HS4
<b>Award Coverage:</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2021-2025
<b>Pay Rate &amp; Hours of Work:</b>	Full-time Dependent upon skills and experience

### Beaufort & Skipton Health Service

#### Vision

To be a vibrant provider of care.

#### Mission

To enable all people in our community to be connected, healthy and live well.

#### Values

Teamwork, Compassion, Accountability, Respect, Excellence

### Beaufort and Skipton Health Service

Beaufort and Skipton Health Service is a small rural health service that was formed on 1 October 1996 following the amalgamation of the Ripon Peace Memorial Hospital and the Skipton and District Memorial Hospital.

The Health Service provides Urgent Care, Primary Care, Acute Inpatient, Residential Aged Care (Nursing Home and Hostel level care), and a Transition Care Program (TCP). Community and Allied health and home-based services include District Nursing, Home Care Packages, Respite, Health Promotion, Diabetes Education, and a large range of support programs.

The Medical Clinic operates at Skipton along with specialist services that are available. Beaufort and Skipton Health Service serves nearly 6,000 people in Beaufort, Skipton, and the surrounding area.

### Purpose of Position

The People and Culture Manager operates in a sensitive and complex environment of competing demands. Reporting to the Chief Executive; the role is required to provide support to all members of the Executive team. High level prioritisation and time management skills as well the ability to exercise discretion, initiative, and sound judgement, are necessary to carry out the role effectively and efficiently.

Responsible for providing services focused upon people and culture to support BSBS strategic objectives. The role supports a high performing positive culture, and in a manner consistent with BSBS vision and values. The

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role provides advice and support on a broad range of people related issues, including relevant legislation, leads effective planning, policy and procedure development and implementation of workforce related matters.

The position holds responsibility for ensuring effective, contemporary systems and processes for the management of the organization's Human Resources, Employee Relations, Industrial Relations, Workcover, and Wellbeing.

### Key Responsibilities

- Support the implementation of BSHS Strategic Plan through effective planning, review and improvement of existing processes, providing advice on required changes and working with the leadership team to lead the change management processes.
- Ensure that all human resource, industrial relations, staff wellbeing aspects of the organisation are managed according to current legislation, government guidelines and contemporary practice.
- Develop and implement a workforce plan that will achieve the organisation's strategic direction.
- Ensure BSHS' human resources policies and procedures reflect best practice human resource management.
- Oversee the People and Culture Committee to develop and grow team members and enhances their health and wellbeing.
- Facilitate the staff reward and recognition program and build employee engagement.
- Support staff to access the Employee Assistance Programs (EAP).
- Leadership of the Studer program and provide coaching support and implementation and monitoring across BSHS.
- Develop recruitment and retention strategies and processes.
- Advise and support management and staff on industrial relations matters, including performance management, and award interpretation.
- Ensure effective communication/negotiations with Unions in change management processes.
- Maintain knowledge of relevant industrial awards and legislation pertaining to employment.
- Administer employee claims for workers compensation and coordinate, monitor and review rehabilitation and return to work plans for injured employees.
- Produce Board and Executive reports as required.
- Identify areas for innovation and improvement in our HR Practices.
- Ensure compliance across the HR function to National Safety and Quality Health Service Standards and Aged Care Accreditation Standards
- The role may require attendance on occasions at Executive or Board related meetings.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying People and Culture Manager position.

### Qualifications

Bachelor of Business (Human Resource Management) or equivalent years of experience

### BSHS Accountabilities

- Compliance with all BSHS Policies and Procedures.
- At all times practices works within the vision, mission and values of Beaufort and Skipton Health Service.
- Adherence to infection control policies and procedures as identified in the Beaufort and Skipton Health Services Infection Control Manuals.

- Participation in the BSHS risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensures that the affairs of Beaufort and Skipton Health Service, its patients, consumers (residents), clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by Law. Such confidentiality will extend to the commercial and financial activities of Beaufort and Skipton Health Service.
- At BSHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagements amongst BSHS employees.
- BSHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BSHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues
- You must ensure that the affairs of BSHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of BSHS.

## Key Selection Criteria

- Demonstrated experience in a generalist human resource management role at a senior level.
- Proven knowledge of relevant legislation and EBAs, policies and contemporary practice.
- Ability to provide leadership through the development of Human Resources policies, procedures strategies and systems.
- Proven ability in problem solving conflict resolution and negotiation.
- Intermediate level skills in computer software, including Information Systems such as Chris21 and the Microsoft suite of products.
- Demonstrated experience in initiating and implementing improvement projects, such as the analysis of People Matter Survey data and creating plans to improve culture.
- Highly developed communication and interpersonal skills, including the ability to liaise with people at all levels.
- Ability to build strong working relationships and provide advice, counsel and coaching at a leadership level.
- Ability to actively participate in and lead meetings.

## Jobs Demand Checklist

Beaufort and Skipton Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

PHYSICAL DEMANDS	
<b>Sitting</b> – remaining in a seated position to perform tasks	Frequent
<b>Standing</b> – Remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Indoor /even – Frequent
<b>Running</b> – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Not Applicable
<b>Bend / Lean Forward from Waist</b> – forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> – Turning from the waist while sitting or standing to perform tasks	Occasional

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<b>Kneeling</b> – remain kneeling posture to perform tasks	Not Applicable
<b>Squatting / Crouching</b> – Adopting a squatting or crouching posture to perform tasks	Infrequent
<b>Leg / Foot movement</b> – Use of leg and / or foot to operate machinery	Not Applicable
<b>Climbing (stairs / ladders)</b> – Ascend / descend stairs, ladders, steps etc	Infrequent
<b>Lifting / Carrying</b> – light lifting and carrying: <10 kg	Frequent
<b>Lifting / Carrying</b> – Moderate lifting and carrying: 10 -15 kg	Infrequent
<b>Lifting/ Carrying</b> – Heavy lifting and carrying: >15kg	Not Applicable
<b>Reaching</b> – Arms fully extended forward or raised above shoulder	Infrequent
<b>Pushing / Pulling / restraining</b> – Using force to hold / restrain or move objects toward or away from the body	Infrequent
<b>Head / Neck Postures</b> – Holding head in a position other than neutral (facing forward)	Infrequent
<b>Hand &amp; Arm movements</b> – Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> – Gripping, holding, clasping with fingers or hands	Frequent
<b>Work at Heights</b> – Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
<b>Driving</b> – Operating any motor powered vehicle	Occasional
<b>SENSORY DEMANDS</b>	
<b>Sight</b> – Use of sight is an integral part of work performance e.g. viewing of X-Rays, use of computer screens	Frequent
<b>Hearing</b> – Use of hearing is an integral part of work performance, e.g., telephone enquiries	Frequent
<b>Smell</b> – Use of smell is an integral part of work performance e.g., food preparation	Not Applicable
<b>Taste</b> – Use of taste is an integral part of work performance e.g., Food preparation	Not Applicable
<b>PSYCHOSOCIAL DEMANDS</b>	
<b>Distressed People</b> - e.g., Emergency or grief situations	Frequent
<b>Aggressive &amp; Uncooperative People</b> – e.g., Dementia, mental illness, head injuries	Occasional
<b>Unpredictable People</b> – e.g., Dementia, mental illness, head injuries	Occasional
<b>Restraining</b> – involvement in physical containment of patients / clients	Not Applicable
<b>Exposure to Distressing Situations</b> - e.g., Child abuse, viewing dead / mutilated bodies	Not Applicable
<b>ENVIRONMENTAL DEMANDS</b>	
<b>Dust</b> – Exposure to atmospheric dust	Not Applicable
<b>Gases</b> – Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> – Exposure to noxious or toxic fumes	Not Applicable
<b>Liquids</b> – Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
<b>Hazardous Substances</b> – e.g., Dry chemicals, glues	Infrequent
<b>Noise</b> – Environmental / background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> – Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> – Risk to sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
<b>Extreme Temperatures</b> – Environmental temperatures are less than 15 c or more than 35 c	Not applicable
<b>Confined Spaces</b> – area where only one egress (escape route) exists	Frequent
<b>Working at Heights</b> – Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
<b>Biological Hazards</b> – e.g., exposure to body fluids, bacteria, infectious diseases	Infrequent

### Incumbent Statement

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I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- Appointment is subject to a satisfactory staff immunisation clearance, a satisfactory current Police Record Check and current Working with Children Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager within your probation period from your commencement date and per annum. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_